



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer
Job Opportunity

Office Technician (Typing) San Diego Permanent – Full-time

The Department of Real Estate is recruiting to fill a permanent full-time Office Technician (Typing) position in its San Diego Enforcement Office which is located at 1350 Front Street, Suite 3064, San Diego.

Duties of the position include:

- Type letters, forms, investigative reports, and case assignments utilizing both the NT computer and the Enterprise Information System.
- Provide clerical support to a staff of Deputy Commissioners, Managing Deputy Commissioner, and Auditor.
- Interpret and communicate answers to the public, via telephone and/or in-person, regarding licensing laws and examination questions.
- Review incoming complaints; prepare letters of acknowledgement for receipt of correspondence.
- Process incoming and outgoing mail; distribute to appropriate parties.
- Complete various administrative duties which include filing, stocking supplies, scheduling equipment servicing, and photocopying and other duties as assigned.

Necessary qualifications:

- Ability to answer, screen and transfer all incoming phone calls.
- Ability to perform a variety of typing and data entry tasks utilizing a computer.
- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Independence of action, initiative and good judgement.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Experience using a personal computer, particularly Windows NT using Word and Excel.

A valid typing certificate for 40 wpm is required. Please provide a copy of your typing certificate with your application. A typing test can be administered and a certificate given by the Department of Real Estate. (Valid for 4 years)

Desirable qualifications:

- Personal computer experience using Word and Excel.
- Dependable and reliable.
- Excellent attendance.
- Knowledge of, or familiarity with, real estate licensing laws, rules, regulations, policies and procedures.

SALARY: \$2598 - 3157

Who should apply: Current State employees at the Office Technician (T) level, those who are transferable to the classification and those with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit applications to:

Linda Luna, Personnel Services
Department of Real Estate (LL)
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CalNet 8-498-0797

For information on the position contact:

Chris Graves, District Office Manager
(619) 525-4192 or CALNET 8-625-4192

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

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